

## TB 2007-16: TANF Proration of Benefits Changes

This bulletin will describe the TEAMS changes necessary because of the policy changes outlined in TANF Bulletin 34, dated 6/25/07. Some of these topics have a *WoRC* and an *OPA* section, for the information and directions specific to those roles.

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### EMPL Changes

#### EP/FIA Print

TEAMS will now recognize which portion of the EP/FIA to print based on who is signed on to TEAMS. It will print only the FIA form for Eligibility Case Managers and only the EP form for WoRC Case Managers. The FIA portion also has some wording changes to support the policy changes. (Please see the attached document containing the updated FIA text. The EP text is also attached.)

When you would like to print a FIA or EP form, TEAMS will require entry of the PRINT MONTHS FROM and TO fields.

Two new fields will be added to EMPL effective with the benefit month of 07/07: QUICK PRINT and PRINT ALL.

- QUICK PRINT: To print only the amended program activities, a Y can be entered in the new QUICK PRINT field. (See the attached EP Amended document for an example of the document generated when Y is entered in the QUICK PRINT field.)
- PRINT ALL: To print both the FIA and the EP, a Y must be entered in the new PRINT ALL field on EMPL.

**Policy Note:** The following WoRC forms are obsolete as of 7/1/07:

- HCS 755    Employment and Training Participant--Agency Contract
- HCS 750B    Employment and Training Activity Plan

#### *WoRC:*

The HNA (Hours Not Accounted For) code will be ended and can no longer be entered on EMPL for the benefit month of 07/07 and beyond.

The HNC (Hours Not Completed) code will be added for WoRC Case Managers use, effective 7/1/07 for the benefit month of 7/07 and beyond. HNC can be used by WoRC Case Managers in the first 2 months of TANF, and only when the person has a WRC component. Only one HNC component is allowed per person per benefit month. If a start date other than the first of the month is entered, TEAMS will automatically correct it. The end date will be enterable and must be within the same benefit month.

*OPA:*

The HNC (Hours Not Completed) code can be used by Eligibility Case Managers only in the initial month of TANF and only when a NEW component is entered. The HNC component can no longer be entered by Eligibility Case Managers for individuals with a WRC component. If NEW and HNC are both entered, TEAMS will automatically correct dates of the HNC component as follows: the start date will be set to the first of the month, and the END DT will be set to the TANF program start date from APMA. Remember, TEAMS sets the dates for the NEW component.

The WRC (WoRC Enrollment Referral) component will now require entry of a START date. (Previously, the start date for WRC has been automatically updated to match the start date on APMA. This will no longer occur.)

## **EMPS Changes**

*WoRC:*

A new GOOD CAUSE field will display on EMPS **in the initial month of TANF only**. The field will be protected unless a code is needed per policy. When one or more EP/FIA required participants do not negotiate one within the allowed timeframe and the TANF start date has passed, TEAMS will require entry of Y or N when EMPS is authorized; an error message will display if EMPS is authorized and a GOOD CAUSE code is required but not entered. For the GOOD CAUSE field, Y is entered if the participant(s) have good cause for not negotiating within the 3 working days; N is entered if at least one required participant does not negotiate within the 3 working days.

Here's an example of how TEAMS counts the 3 working days, for a person whose initial month of TANF is August 2007. If a WRC component is added on EMPL on Monday August 6, the person's 3 working days grace period would expire on Friday August 10 and the WoRC Case Manager would be required to enter a Good Cause code if they authorize the EP/FIA on or after Friday August 10.

Note: Once EMPS has been authorized and the GOOD CAUSE code has been stored to TEAMS, it **cannot** be changed as long as EMPS remains authorized.

When WoRC Case Managers authorize on EMPS, an alert will be sent to the Eligibility Case Manager. (No alert or start date changes are necessary when no one is required to have an EP/FIA or if everyone is referred to Tribal NEW.) The underlined date included in the alerts below indicates the date EMPS was authorized, meaning that all required members have negotiated an EP.

1. If the FIA/EP is negotiated within 3 working days or the TANF start date has not passed, the alert to the Eligibility Case Manager will be: EP AUTH'D 7/13/07 FOR 7/07, START DATE IS CORRECT.
2. If the FIA/EP is not negotiated within 3 working days but they have good cause, the alert for the Eligibility Case Manager will be: EP AUTH'D 7/13/07 FOR 7/07, GOOD CAUSE FOUND.

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3. If the FIA/EP is not negotiated within 3 working days and they do not have good cause, the alert for the Eligibility Case Manager will be: EP AUTH'D 7/20/07 FOR 7/07, CHANGE START DATE.

### *OPA:*

The alert you receive when the WoRC Case Manager authorizes EMPS for the initial month of TANF will depend on when the participant(s) negotiated their EP/FIA, and if it is not negotiated within 3 working days and the TANF start date has passed, it will depend on the GOOD CAUSE field as entered by the WoRC Case Manager. The underlined date included in the alerts below indicates the date EMPS was authorized, meaning that all required members have negotiated an EP.

1. If the FIA/EP is negotiated within 3 working days or the TANF start date has not passed, the alert will be: EP AUTH'D 7/13/07 FOR 7/07, START DATE IS CORRECT. APMA will not require any updates.
2. If the FIA/EP is not negotiated within 3 working days but they have good cause, the alert will be: EP AUTH'D 7/13/07 FOR 7/07, GOOD CAUSE FOUND. APMA will not require any updates.
3. If the FIA/EP is not negotiated within 3 working days and they do not have good cause, the alert will be: EP AUTH'D 7/20/07 FOR 7/07, CHANGE START DATE. Update the START DATE on APMA for the AF (TANF) program to the correct date per policy (the date all required members have negotiated an EP).

## **APMA Changes**

If the START DATE for AF (TANF) is moved to a later month:

- Only the EP/FIA plans for the month(s) that are between the old program start date and the new start date will be removed
- The WRC, MAE, and NEW components will be updated to the new start date
- The WRC component will be left as a one month span if it is a partial month.

If the START DATE for AF (TANF) is moved to an earlier month, TEAMS will continue to remove all negotiated EP/FIA components.

## **Reconciliation**

### **System Reconciliation**

System reconciliation, which occurs at the beginning of the reconciliation month, will only reconcile HNC components that are entered by the Eligibility Case Manager (Tribal NEW referrals).

### **PARE**

When automatic reconciliation takes place on PARE, only the HNC components entered by the WoRC Case Manager will be reconciled.

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### **EMPR**

HNC can be reconciled or added on EMPR. HNC can be added by WoRC Case Managers in the first 2 months of TANF, when the person has a WRC component. Only one HNC component is allowed per person per benefit month. If a start date other than the first of the month is entered, TEAMS will automatically correct it. The end date will be enterable and must be within the same benefit month. The HNC component can only be added on EMPR if the benefit month being reconciled is July 2007 or after.

### **A032 Notice**

A new notice, TANF INTERVIEW SCHEDULED, will be added to TEAMS effective 7/1/07. Eligibility Case Managers will send this notice when a required participant does not complete a same day interview.